



American Embassy

Corner of Independence and United Nations Avenues
P.O Box 31617, Lusaka, 10101, Zambia
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EDUCATION ADVISOR

The Embassy of the United States of America invites applications from suitably qualified and experienced individuals to fill the position of Education Advisor in the Mission's Public Affairs Section.

CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 9, with a salary ranging from ZK 126,085,897 to ZK 196,968,342 per annum. (FP equivalent final grade to be determined by Washington)

MAJOR DUTIES & RESPONSIBILITIES

Incumbent provides clients with comprehensive, current and unbiased information, advice and counseling on educational opportunities in the United States. Promotes advising services through advertising and outreach, including visiting host country schools, colleges and other organizations to discuss educational opportunities in the United States. Works closely with staff (counselors, teachers) of selected schools as part of the Competitive College Club network to compile exceptional college applications by planning, organizing and implementing workshops. Manages all Fulbright and Humphrey fellowship programs, including development of marketing materials, advertising programs, soliciting applicants and screening candidates. Manages ECA education exchange programs by conducting and disseminating information about all exchange programs to all nine provinces.

REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Bachelor's degree in any area of study with documented completion of classroom-attended under-graduate and/or graduate courses from a U.S. university or college is required.
- 4 years experience in marketing, educational administration, public relations, high level Business administration or counseling with presentation and training duties is required.
- Level IV (fluent) spoken, reading and written English is required.
- Travel to remote areas of the country, knowledge of the host country/region, and familiarity with local economic, social and education structures are required.
- Knowledge of the American Educational system, university application process and a grasp of American customs and culture; and an understanding of and ability to express the value of international education and cultural exchange are required.
- Excellent social skills including cultural sensitivity and professional demeanor to encourage interaction with students, scholars and professionals are required.

NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **March 09, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Corner of Independence and United Nations Avenues, P.O. Box 31617, Lusaka.

Only short listed candidates will be contacted.